

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Voluntary Deductions (Recurring)** service is located in the 'My Pay' workset in ESS. Employees will use this service to initiate (and maintain) their own recurring deductions, such as charities, membership dues, credit unions, and private insurance policy premiums.

Insurance Policies maintained in this service are not part of the State's benefits package (i.e. a state group plan). These are private policies between the employee and the insurance company. The State is only assisting with sending the payment. Before maintaining an insurance deduction in ESS, it is assumed that the employee has already contacted an agent from the insurance company. The agent will advise the employee on the amount to be entered for deduction.

NOTES:

Deductions maintained in this service will be deducted from each paycheck (until the employee stops the deduction). If you want to make a one-time only contribution (e.g. to a charity), use the Voluntary Deductions One-Time service.

When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period. For example, if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.

Trigger

Use this service in Employee Self-Service (ESS) to maintain recurring deductions.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal → ESS → My Pay → Voluntary Deductions (Recurring)

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical

results.

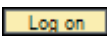
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their human resources and payroll information on file with the State. Employees can view their pay statements, make leave requests, and update direct deposit and contact information from any computer with an internet connection. We hope you find MySCEmployee a useful and convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has completed and access has been restored to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapidly approaching, final preparations are being made for the January 1 payroll. Employees are encouraged to review the **Employee Payday Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the process for changing your password has changed. Please follow these **instructions to change your password**. Note: You must be logged out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course**, we encourage you to do so as soon as possible. The overview course, along with other MySCEmployee courses can be accessed at www.sceis.sc.gov/page.aspx?id=158.
- The MySCEmployee Reference Guide** and other support materials are available at www.sceis.sc.gov/page.aspx?id=166
- If your agency requires you to enter time**, SCEIS recommends that time is entered in MySCEmployee on a daily basis beginning on December 2.

Helpful Links

- SC.Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- Employee E-News
- State Holidays
- State Employee Weather Alert
- SCEIS

5. Click the Employee Self-Services tab

Welcome essit15, **MySCEmployee** powered by SCEIS

Help | Personalize | Log Off

Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

History | Back | Forward

Employee Self-Service provides South Carolina employees with easy access to information and services.

My Employee Search

Quick Links
[Who's Who](#)

My Working Time

*Quota Overview
 *Time Statements
 *Holiday Schedule
 *State Employee Leave Package

Quick Links
[Record Working Time](#)
[Time Conversion](#)
[Leave Request](#)

My Pay

*Bank Information (Direct Deposit)
 *Employment Verification
 *W-4 Tax Withholding
 *Voluntary Deductions
 *Savings Bonds

Quick Links
[Pay Statements](#)

My Personal Info

*Address and Emergency Contacts
 *Personal Data

My Benefits

*Employee Insurance Program Websites
 *Retirement Forms

Quick Links
[MyBenefits - Employee Insurance Program](#)

My Travel and Expenses

*Expense Reports
 *Travel Requests

My Career

*Training and Development

Quick Links
[State Jobs](#)



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
	Click the main LINK for the workset.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Voluntary Deductions (Recurring)** service, click the link [Voluntary Deductions \(Recurring\)](#).
8. Perform one of the following:

To	Go To
Create a NEW Voluntary Deduction.	Step 10
Change an existing Voluntary Deduction.	Step 13
Stop a Voluntary Deduction.	Step 15

9. The overview screen for **Voluntary Deductions (Recurring)** is displayed:

Welcome esstrain4. MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	
United Way Assoc of SC	1.00	07/02/2009	

New Edit Stop Deduction

10. Create a New Voluntary Deduction (Recurring)

To create a new Voluntary Deduction click **New**.

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Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Start Date: 10/02/2009

Deduction Type: SC Troopers Association

Deduction Amount: 2.00

Previous Step Save Exit

11. As required, complete/review the following fields:

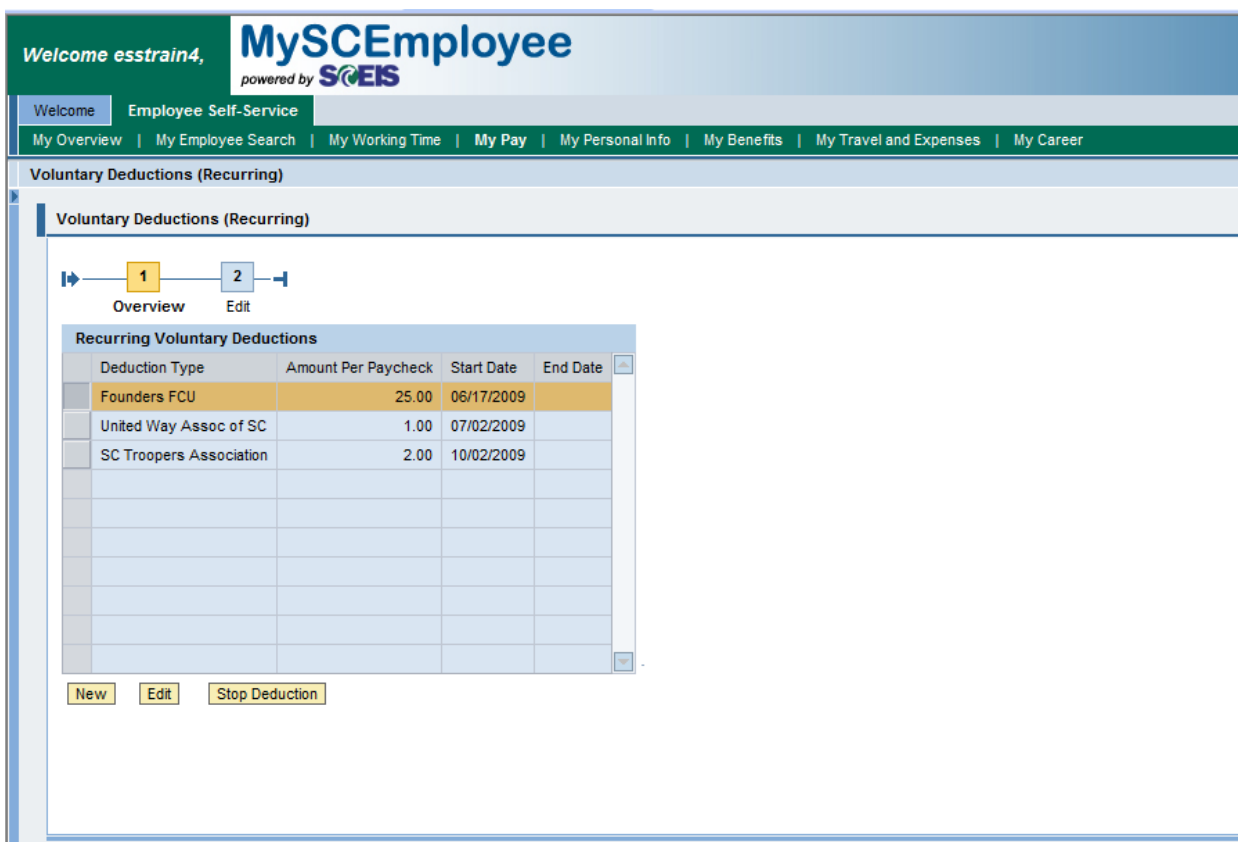
Field	R/O/C	Description
Start Date	R	From the drop-down, select a start date for the deduction to begin. The drop-down will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10).
<p>Note: When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period.</p> <p>Example: if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.</p>		
Deduction Type	R	From the drop-down, select a the deduction to be made (for example, the charity name, credit union name, insurance company name*, etc.).
* See below note for insurance companies.		
Deduction Amount	R	Enter the amount you would like deducted. The amount defined

here will be deducted from your paycheck each pay period (unless you make changes or stop the deduction in ESS).



Note: Insurance Policies maintained in this service are not part of the State's benefits package (i.e. a state group plan). These are private policies between the employee and the insurance company. The State is only assisting with sending the payment. Before maintaining an insurance deduction in ESS, it is assumed that the employee has already contacted an agent from the insurance company. The agent will advise the employee on the amount to be entered for deduction.

12. Enter the Voluntary Deduction information and click .



The screenshot shows the 'MySCEmployee' interface with the 'Employee Self-Service' menu. The 'Voluntary Deductions (Recurring)' section is active, displaying a table of recurring deductions. The table has columns for Deduction Type, Amount Per Paycheck, Start Date, and End Date. Three deductions are listed: Founders FCU (25.00, 06/17/2009), United Way Assoc of SC (1.00, 07/02/2009), and SC Troopers Association (2.00, 10/02/2009). Below the table are buttons for 'New', 'Edit', and 'Stop Deduction'.

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	
United Way Assoc of SC	1.00	07/02/2009	
SC Troopers Association	2.00	10/02/2009	



The Overview table displays all Voluntary Deductions (Recurring), indicated with no End Date. Any historical records will always have an end date and will also be displayed in the Overview table.

13. Change an Existing Voluntary Deduction (Recurring)

To make changes to an existing Voluntary Deduction, select the record from the Overview table and click

.

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Welcome | **Employee Self-Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (Recurring)

1 Overview 2 **Edit**

Start Date: 10/02/2009

Deduction Type: United Way Assoc of SC

Deduction Amount: 2.50

Previous Step Save Exit



Make the applicable changes (such as the Deduction Amount, etc.).

Start Date (drop-down): For changes, the effective date will default to the start date of the current pay period . However, employees can select to start it for future pay period (up to 10).

14. Enter the Voluntary Deduction changes and click .

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Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	
United Way Assoc of SC	1.00	07/02/2009	10/01/2009
United Way Assoc of SC	2.50	10/02/2009	
SC Troopers Association	2.00	10/02/2009	

New Edit Stop Deduction



Note: The changed record is displayed in the Overview table as new 'active' record (no End Date). The history of the changes is displayed as a separate line item with an End Date.

15. Stop a Voluntary Deduction

To Stop a recurring deduction, select the record from the Overview table and click **Stop Deduction**.

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powered by **SCEIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	
United Way Assoc of SC	1.00	07/02/2009	10/01/2009
United Way Assoc of SC	2.50	10/02/2009	
SC Troopers Association	2.00	10/02/2009	

New Edit Stop Deduction

15.1. The following pop-up window will open:

Welcome esstrain4, MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Bene

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	
United Way Assoc of SC	1.00	07/02/2009	10/01/2009
United Way Assoc of SC	2.50	10/02/2009	
SC Troopers Association	2.00	10/02/2009	

New Edit Stop Deduction

Stop Deduction?

You have selected to stop deductions. Depending on the timing of your request, your deduction will stop on the next possible pay cycle. Click Yes to stop deductions.

Yes No



- Click **Yes** to continue and Stop the Deduction.
- Click **No** to go back to the overview table. No changes will be made.

16. For the purpose of this exercise, click **Yes** to stop the deduction.

Welcome esstrain4, **MySCEmployee**
powered by **SCERS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Voluntary Deductions (Recurring)

Voluntary Deductions (Recurring)

1 Overview 2 Edit

Recurring Voluntary Deductions

Deduction Type	Amount Per Paycheck	Start Date	End Date
Founders FCU	25.00	06/17/2009	10/16/2009
United Way Assoc of SC	1.00	07/02/2009	10/01/2009
United Way Assoc of SC	2.50	10/02/2009	
SC Troopers Association	2.00	10/02/2009	

New Edit Stop Deduction



Note: When stopping a deduction, the record will have an end date that is equal to the last day of the current pay period.



Note: If you stop a deduction that was recently created, and has not yet been processed through payroll, the record will be deleted entirely (e.g. there will be no history on the Overview table).

Result

You maintained a voluntary deduction (recurring).